

Friends Of Sutton Library Mantle Art Application Requirements

Required Deliverables:

1. Cover page with project title: Artist name(s), mailing address, e-mail and phone number. Except for renderings, submission documents should be on 8 ½ x 11 paper that is easily copied, affixed with either paperclip or binderclip.
2. A narrative (max 2 pages) describing your proposal and approach to the project.
3. Thumbnail sketches may be generated either by hand or digitally. Renderings must include notes describing dimensions, materials, colors and show the proposed artwork to demonstrate your understanding of scale, span, and architectural details relevant to the site.

Hand-drawn and digital sketches: Artists may submit up to 3 views in color on separate sheets of paper no larger than 11"x17" each.

Note: Digital sketches must be printed. If you plan to submit digital sketches, please save the files to a CD and submit it with your Letter of Interest prior to the deadline.

Following the review, the committee may request minor adjustments to sketches providing such requests do not require further concept development. Friends of Sutton Library will determine what changes may constitute minor adjustments and advise if compensation for further design development is necessary.

An estimated or total budget on one page following the order on the Friends of Sutton Library budget form provided. Artists will be asked to provide a revised budget if awarded a commission for proposed artwork, if necessary. The total Budget is not to exceed \$4,000.00.

4. An estimated production schedule.
5. A description or specifications on the materials. The selected commissioned artwork must be easily maintained and cleaned with basic janitorial equipment by maintenance staff. Materials must be color safe and withstand the effects of lengthy exposure to indoor lighting.
6. A list of current projects in progress if not included on your Letter of Interest.
7. A current resume.
8. A current list of three references for successful past projects.

Additional Information & Criteria

1. The selected art piece(s) must be relatively easy to dust and keep clean. Art that is exceptionally difficult to clean or maintain will be less desirable.
2. The total budget includes: framing, packing, shipping/delivery, hanging hardware and protective coating if necessary.
3. If awarded a commission, the artist will work with Sutton Library staff to co-ordinate installation.

Proposals Due:

Please select a delivery method that ensures receipt of your application to Sutton Library by: **February 1, 2013 by 5:00PM, Alaskan Time.** Plan to allow a few days for delivery on time. Overnight service by courier may take up to three days, even within Alaska.

Send Application To:

Friends of Sutton Library
Mantle Art Proposal
P. O. Box 266
Sutton, Alaska 99674
907-745-4467

or email to:
Sutton.library@matsu.gov.us